

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF INDIANA
HAMMOND DIVISION

NOTICE OF VACANCY

Position Title:	Judicial Law Clerk	Date:	April 16, 2003
Position Type:	Full-time Temporary	Grade Range:	JSP 9 - JSP 14
Salary Range:	\$41,255 - \$109,295 - depending on qualifications		
Closing Date:	May 14, 2003		

Send resume including experience, writing sample and law school transcript to:

United States Bankruptcy Court
Attention: Human Resources Manager
PO Box 7003
South Bend, IN 46634-7003

POSITION OVERVIEW: The Law Clerk performs duties and responsibilities including but not limited to: drafting recommendations and orders for the Judge's signature; reviewing pleadings that have been filed to determine issues involved and course of action; assist in determining proper procedures; perform research as required to assist the Court in preparing opinions; keep abreast of changes in the law to aid the Court in adjusting to new legislation; provide information, guidance and advice to the judge and other personnel; advise appropriate personnel on the status of particular cases, and perform other duties as assigned.

QUALIFICATIONS: Progressively responsible experience in the practice of law, in legal research, legal administration or equivalent experience received after graduation from law school will qualify for JSP 11/12. Major or substantial legal activities while in military service may be credited on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation. A degree from a law school of recognized standing (or the certified completion of all law school studies and requirements and merely awaiting conferment of degree) is considered qualifying for JSP 9.

INFORMATION FOR APPLICANTS: The United States Bankruptcy Court falls within the Judicial Branch of the United States government and its employees are not civil service. However, staff of the Judicial Branch are eligible for civil service health, life and retirement benefits. The Court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request.

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER

***THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER
PARTICIPATION FOR PAYMENT OF NET PAY***